

AUDIO-VISUAL/GRAPHICS TECHNICIAN

DEFINITION:

Under general supervision, to operate audio-visual equipment and instruct others in proper usage; to prepare audio-visual and graphic materials; to keep written records on audio-visual materials/equipment on loan; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this class differ from those of the next higher class, Audio Visual Specialist in that the latter are responsible for preparing audio-visual presentations which involve researching assigned subjects, writing scripts and producing a finished audio-visual product.

EXAMPLES OF DUTIES:

Transports, sets up, operates, maintains, and performs minor repairs on various types of projectors and other AV equipment; cleans and repairs films; transports, sets up, operates and maintains videotape systems; videotapes TV programs and counseling and training sessions; selects appropriate videotape equipment to do a given job efficiently; edits taped materials to produce a finished product; explains and demonstrates proper use and operation of projectors; recommends appropriate audio-visual equipment and materials to staff and community organizations based on their needs; advises on purchasing specific audio-visual equipment and materials to meet department/community needs; catalogs, files, reserves, and checks out films, videotapes and slides; reserves and checks out projectors, tape recorders, long-playing records, posters, games, and assorted training aids; keeps written records of equipment/materials on loan; maintains and updates reference library of audio-visual equipment manuals, catalogs, books and periodicals; keeps up with latest developments in the field through reading technical literature; orders films for previewing; designs and prepares posters, charts, graphs, and transparencies; lays out printed and pictorial materials to make them camera-ready; photographs graphic materials to make them camera-ready; photographs graphic materials for use in slide presentations; hand-letters departmental training program certificates; designs, constructs, and sets up exhibits, displays, and stage settings for training or videotaping purposes; sets up and adjusts lighting and props.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Graphic design and composition of various materials including posters, brochures, and bookmarks.
- Design and preparation of graphic materials, posters, lettering, and camera ready work.
- Production work including type of specification.
- Fire and safety precautions necessary during the operation of audio-visual equipment.

Skills and Ability to:

- Operate audio-visual equipment including overhead, opaque and slide/tape projectors, videotape systems, recorders, and record players.
- Performs routine maintenance and minor repairs on various types of audio/visual equipment.

- Explain/demonstrate the use of audio-visual equipment.
- Read and understand audio-visual equipment operation and repair manuals.
- Organize and coordinate work activities in order to work effectively with numerous staff/departments/community organizations.
- Keep accurate records on usage of all departments owned audio-visual equipment/materials.
- Mount art prints and make minor repairs to frames.

EDUCATION/EXPERIENCE:

Education, training and/or experience which clearly demonstrates possession of the knowledge and skills stated above.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

Physical Requirements:

Must be able to lift and transport audio-visual equipment weighing up to 50 pounds.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).